

## FF Special Retirement Coverage

Standard Position Description (SPD)# F162

Certification of CSRS Primary (FF) coverage approval for the above SPD can be found in the signed OPM general coverage certification letter dated 07/29/91.

Certification of FERS Primary-Rigorous (FF) coverage approval for the above SPD can be found in the signed DOI general coverage certification sheet dated 10/02/91.

# POSITION DESCRIPTION (Please Read Instructions on the Back)

(R) F264

1. Agency Position No.

F162

## 2. Reason for Submission

☐ Redescription ☒ New  
☐ Reestablishment ☐ Other

plan (Show any positions replaced)

## 3. Service

☐ Hdqrs. ☒ Field

## 4. Employing Office Location

## 5. Duty Station

## 6. OPM Certification No.

## 7. Fair Labor Standards Act

☐ Exempt ☒ Nonexempt

## 8. Financial Statements Required

☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interests

## 9. Subject to IA Action

☒ Yes ☐ No

## 10. Position Status

☒ Competitive  
☐ Excepted (Specify in Remarks)  
☐ SES (Gen.) ☐ SES (CR)

## 11. Position is:

☐ Supervisory  
☐ Managerial  
☒ Neither

## 12. Sensitivity

☒ 1-Non-Sensitive ☐ 3-Critical Sensitive  
☐ 2-Noncritical Sensitive ☐ 4-Special Sensitive

## 13. Competitive Level Code

## 14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	Range/Forestry Technician*	GS	455/462	06	mlh	11/21/90
d. First Level Review						
e. Recommended by Supervisor or Initiating Office	Range/Forestry Technician*	GS	455/462	06	mlh	05-25-90

## 16. Organizational Title of Position (if different from official title)

Helitack Crew Leader

## 17. Name of Employee (if vacant, specify)

## 18. Department, Agency, or Establishment

DEPARTMENT OF THE INTERIOR

## c. Third Subdivision

## a. First Subdivision

Bureau of Land Management

## d. Fourth Subdivision

## b. Second Subdivision

## e. Fifth Subdivision

Signature of Employee (optional)

## 19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.

Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

## a. Typed Name and Title of Immediate Supervisor

## b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

L. BARKOW Ch Fire & Aviation

Signature

Date

Signature

Date

(signed) L. BARKOW

JAN 18 1990

## 21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

## 22. Position Classification Standards Used in Classifying/Grading Position

GS-455/462

## Typed Name and Title of Official Taking Action

JULIET D. POWELL

Personnel Management Specialist

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature

Date

Juliet D. Powell

11/21/90

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

## 24. Remarks

SUBJECT TO DRUG TESTING

\*Interchangeable based upon primary vegetation of the unit.

## 25. Description of Major Duties and Responsibilities (See Attached)

Range/Forestry Technician, GS-455/462-6  
Helitack Crew Leader  
Position No. F162

### INTRODUCTION

This position is located in a fire suppression organization. The primary duties of the position are to direct the fire suppression activities of a 2 or 3 person helitack crew. Other duties include directing helicopter operations for both fire suppression and non-fire operations.

Although this position serves as a crewleader, the crewmembers under this "leader" vary in numbers and grade levels. The highest level of work "led" varies between GS-4 and GS-5 dependent upon a given year's staffing. The position does not, therefore, meet the intent of the work leader classification standard and titling guidelines.

### DUTIES

- A. The primary purpose of this position is to serve as a helitack crew leader. Directs the loading of fire suppression equipment and personnel on helicopters, ensuring that weight limitations and safety guidelines are observed and that load calculations and flight manifests are complete and correct. Determines need for and supervises construction of heliports. Serves as the Initial Attack Incident Commander on more complex multiple crew fires. Analyzes fire conditions, determines attack methods, and directs crew suppression activities. Determines probable cause of the fire, protects fire origin, and completes fire reports. Locates line, directs and participates in line construction, back fire and burn out, hose lay out and pumping, tree falling, and holding/patrol/mop up operations.
- B. May serve as Acting Station Manager or Helicopter Foreman as applicable for short periods of time. Computes load calculations, monitors pilot flight time/duty day limitations, performs aircraft time keeping, coordinates with pilot on flight planning, and directs crew in conduct of helicopter operations, manifesting, loading and unloading of cargo and personnel, rigging of external loads, and marshalling aircraft.
- C. Functions in positions for which qualified during prescribed burns. During larger, more complex fires may serve in a line or ramp capacity.
- D. Directs the maintenance and repair of equipment and tools, assisting with those of a more difficult nature. Participates in fire readiness drills, in safety sessions, in helitack training, and in fire critiques. Receives line firefighting training.
- E. May spend 10-15% of the time in administrative related activities such as timekeeping, requisition of supplies, equipment use reports, recording helicopter flight hours, completing incident/accident reports, and assisting in presenting fire fighting and/or helitack training.
- F. May spend 10% of the time during normal fire seasons directing and ensuring safety precautions are used in other than fire suppression helicopter operations and directing suppression crew activities on non-fire project work.

## FACTORS

### Factor 1, Knowledge Required by the Position

Knowledge of fire suppression tactics, methods and procedures to analyze fire suppression conditions and determine the initial attack methods and procedures to be used on less complex fires where 1 to 3 crews under "squad leaders" are assigned and a wider variety of tactics can be applied, and where a variety of fuel types, terrain, and weather conditions exist.

Basic knowledge of policies and procedures for helitack operations, the use of helicopter accessories and equipment, the capabilities and limitations of helicopters, the proper load balance and capacity, the methods for load calculating, and the manifesting of people and equipment to lead helitack operations or direct the loading of helicopters.

Basic knowledge of fire behavior is required.

Knowledge of accepted safety practices for working around operating helicopters and for working on fire lines to prevent injury, damage, or loss of property.

It has been determined that the employee in this upper level crew member position must have (1) prior line fire fighting experience and training to perform the duties of the position, and (2) prior helitack crew experience.

As a potential member of a ground attack crew, the employee must possess a valid state driver's license.

Ability to communicate effectively with others in emergency situations at isolated field locations.

### Factor 2, Supervisory Controls

The supervisor makes fire fighting and other assignments indicating what is to be done, priorities, limitations, quality and quantity expected, and deadlines. Normally, the supervisor briefs the crew leader each morning on fire situations, anticipated actions, and specific crew assignments for the day. Training has been provided on normal fire fighting and helitack methods, procedures and operations. Additional guidance and direction is provided for new, difficult or unusual assignments.

The crew leader uses initiative and judgment in coordinating the work of the crew in firefighting, in performing routine tools and equipment repair and maintenance duties, and in carrying out heliport activities. As an Initial Attack Incident Commander for a single crew, the crew leader is responsible for independently analyzing situations and determining methods and procedures to be used in carrying out assignments within the established instructions, policies and previous training. Dependent upon the project, work is reviewed in progress or upon completion in terms of meeting objectives in a safe and efficient manner within the established guidelines.

### Factor 3, Guidelines

Procedures for performing the fire fighting and helitack duties have been established, were included in training sessions, and for some parts of the work are available in printed materials, e.g., equipment operation and

maintenance guides. Due to the variety of situations encountered in line fire fighting, equipment and tools maintenance and repair, and heliport duties, the employee must select and adapt procedures to meet the specific emergency situations encountered. The supervisor or other fire control personnel are available for assistance in situations where routine methods and procedures are insufficient. The employee recognizes the need for and recommends changes to operating guidelines and procedures.

#### Factor 4, Complexity

The work consists primarily of leading and working with the crew on the fire line, in carrying out helicopter support services, and in maintaining fire equipment and tools, but some administrative duties are also assigned. Fires normally encountered in these positions vary in size, intensity and potential scope. The employee coordinates a number of activities in carrying out suppression actions. The actions taken vary with the capabilities of the crew and equipment, fuel types, fire weather conditions, and the resource values concerned.

#### Factor 5, Scope and Effect

The purpose of the work is to serve as a crew leader during helitack, fire fighting, helicopter support, and equipment maintenance and repair activities. The work performed by the crew contributes to the effectiveness of the fire fighting organization in suppressing wild fires and protecting resource values. The fire fighting decisions made also affects the safety and welfare of the assigned crew members.

#### Factor 6, Personal Contacts

Personal contacts as a crew leader occur with fire fighting personnel throughout the Bureau as well as other Federal, State, and public wild land fire fighting organizations. The contacts also occur with pilots in all types of aircraft.

#### Factor 7, Purpose of Contacts

As a crew leader, contacts occur not only to obtain information, clarify assignments and report information but also to plan, coordinate and advise on helitack and fire fighting efforts in suppression assignments. Employee also participates actively in fire fighting critiques to resolve problems encountered in previous fires and improve procedures.

#### Factor 8, Physical Demands

This firefighting position requires strenuous physical labor on a recurring basis. The employee must meet the established step test and arduous physical requirements for the position.

#### Factor 9, Work Environment

This position includes recurring field assignments with exposure to various terrain, weather, smoke and fire conditions. Special safety precautions and the use of safety equipment is required during helitack operations and line fire fighting activities. An estimated 20-25% of the time may be spent in an administrative environment.